School BASED Health Centers

Director of School Nursing

Education & Health Innovations, a 501 (c)(3) non-profit organization that scales health and education social enterprises, and regional and national health leader National Nursing Centers Consortium (NNCC), collaborate to operate school-based primary care health centers in Philadelphia. In partnership, they deliver school nursing and primary care and chronic disease management to underserved children in their natural school setting.

**Job Description:**

The Director of School Nursing works in collaboration with the Executive Director and the Nurse Practitioner Clinical Supervisor to supervise and manage all school nursing services delivered within the Education & Health school based health centers.

The Director of School Nursing is a Certified School Nurse that is responsible to oversee, train, and coach on school nursing mandates and compliance with State law and school nursing best practices delivered by the Nurse Practitioners and the School Nurse Assistants (LPN and Medical Assistant).

**Salary Range: $70,000**

**Timeframe: 12 Months**

**Contact: contact@educationplushealth.com**

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**Responsibilities:**

* Responsible for the refinement and consistent implementation of all school nursing protocols and mandates with compliance to the School Code, Departments of Health and Education regulations, and all relevant primary care guidelines and best practices.
* Co-supervision of Nurse Practitioners with Clinical Supervisor with direct responsibility for school nursing tasks, and co-supervision of School Nurse Assistants with Nurse Practitioners for all clinical and administrative duties.
* Provide all necessary support of primary care services, in collaboration with Clinical Supervisor, to ensure optimal and maximized primary care and billing for reimbursement to meet financial benchmarks.
* Provide individualized coaching to NPs on chronic care management for all children with special health care needs.
* Co-develop and co-manage the implementation of chronic care management projects and other prevention initiatives.
* Responsible for the quality of the health screening and reporting delivered in each school based health center, administration and reporting of standing orders and prescribed medications in the schools, and collection and reporting of required medical records documentation.
* Assist in health screening in each school for support, coaching, and compliance.
* Monitor and ensure adequate screening equipment in each school in collaboration with principal.
* Collaborate actively with each principal, in collaboration with SBHC team, to ensure all program deliverables are met, and school-wide health education and awareness goals are pursued.
* Oversee each SBHC’s participation in program evaluation with data submission and compliance.
* Provide and coordinate as appropriate back up nursing services during periods of inadequate school coverage.
* Complete monthly reports as required.
* Ensure that reports required by the school district; PA Department of Health, Division of School Health; and PA Department of Education are properly prepared by SBHC staff, Submit all required reports to the State and a copy to the school leadership and Executive Director.
* Perform all documentation for billing in accordance with agency policy.
* Work collaboratively with Executive Director and Clinical Supervisor to ensure provision of all clinical services according to the policies and procedures, applicable professional standards, facility and program licensure as required, laws, rules and regulations; and SBHC staff compliance with agency policy related to billing, credentialing, and reporting.
* Develop, coordinate, and work with external partners to provide special screenings, education, and services.
* Ensure that instances of suspected child abuse in the SBHC are handled appropriately and tracked for aggregate tracking.
* Facilitate close communication with principal and other key staff for care coordination as appropriate.
* Work with the Director and others to develop and actualize strategic vision related to school based community health care.
* Actively support and facilitate school and all community partnerships.
* Represent the organization and its partners externally.

**Skills & Experience:**

* Excellent interpersonal, written and oral communication skills.
* Strong administrative skills and experience, experience implementing programs and protocols with fidelity.
* Supervision experience and competency, at minimum two years.
* Ability to work independently effectively and as a team, take initiative, identify and address tasks without prompting, meet deadlines, and follow through on assignments
* Strong knowledge of child and adolescent development and family dynamics, chronic conditions and care management commonly effecting Philadelphia children (asthma, diabetes).
* Strong work ethic required
* Strong technology skills.

**Qualifications/ Requirements:**

* Minimum of 4-6 years experience delivering school nursing services.
* PA Certified as School Nurse
* Pennsylvania Registered Nurse license
* Bachelors Degree in Nursing (BSN) at minimum
* CPR/AED certification
* Required continuing education course work for Nursing license.
* Required State and Federal clearances
* Satisfactory child and criminal clearances and health exam.
* Annual flu shot.

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Employee Signature Supervisor Signature

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